

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEM OF CARE
SERVICE AREA 3 – PROGRAM ADMINISTRATION (SA 3)**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

MENTAL HEALTH CLINICAL SUPERVISOR

The Service Area 3 Administration Team is recruiting for a Mental Health Clinical Supervisor (MHCS) to provide program supervision for the Service Area Outreach and Engagement Team (O & E), Service Area Prevention and Early Intervention (PEI) Services Oversight and Contract Monitoring. This position will be located at 600 S. Commonwealth Ave., 6th Floor, Los Angeles, CA 90005 with plans for relocating with the Service Area Administrative Office during 2015 to the San Gabriel Valley. The work schedule for this position can be either 5/40 or 9/80.

This MHCS position will assist in providing clinical and administrative supervision within the Service Area Administrative Team with the following duties and responsibilities:

- Direct supervision of two (2) Service Area O & E staff - Mental Health Services Coordinator and Community Worker
- Direct supervision of the Service Area PEI Mental Health Services Coordinator
- Assist with outreach to Service Area Faith Based agencies
- Coordinating with the Community & Government Relations Team in establishing working collaboratives with the Service Area Faith Based agencies
- Assist the District Chief and the Service Area Analyst in the monitoring of service providers within Service Area 3
- Responsibility for the oversight of contract(s) assigned to Service Area

Desirable Qualifications:

- Experience in providing O& E services in the community
- Knowledge of DMH contracts
- Experience in providing Clinical/Administrative supervision
- Ability to be creative, problem solve, delegate and motivate staff
- Able to adapt to the needs of the task at hand
- Ability to multi-task

Interested candidates must currently hold the payroll title to the above position. Please fax/submit resume, last two (2) Performance Evaluations and two (2) years of master time records by **January 16, 2015** to:

Debbie Jalomo
Service Area 3 Administration
600 S. Commonwealth Ave., 6th Floor
Los Angeles, CA 90005

FAX: (213) 252-0237
Email: DJalomo@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER